

Travel & Expense Account Summary

Employee Name David Maxwell-Jolly
Expense Dates 10/02/09-10/02/09
Report Name CCHA Oct 2009

Request Total \$ 34.25
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 34.25

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	CCHA Oct 2009	34.25

NOTE: (d)=Direct Charge

DATE	Fri Oct 2									TOTAL
Breakfast	6.00									6.00
Parking, Auto	9.00									9.00
Mileage, Personal Auto	19.25									19.25
TOTALS \$	34.25									34.25

Travel & Expense Account Summary & Detail
--

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	CCHA Oct	10/02/09	Breakfast	6.00	Cash
Regular Travel	CCHA Oct	10/02/09	Parking, Auto	9.00	Cash
Regular Travel	CCHA Oct	10/02/09	Mileage, Personal Auto	19.25	Cash